

ATTACHMENT A
REQUEST FOR ASSISTANCE FROM THE
HOUSING AND REDEVELOPMENT AUTHORITY
OF THE CITY SAINT PAUL, MINNESOTA (HRA)

1. PROJECT NAME: _____

PROJECT ADDRESS: _____

2. Business/Developer Name: _____

Address: _____

Telephone: _____ FAX: _____

Contact: _____

E-Mail Address: _____

3. Brief description of the business/developer experience: _____

4. Present ownership of the site: _____

5. Proposed project description: Building square footage, size of property, description of buildings-materials, etc. _____

6. Please submit a detailed project **SOURCES AND USES STATEMENT** to include the following:

Estimated Uses/Costs

a Land Acquisition \$ _____

b. Site Development \$ _____

c. Environmental Remediation \$ _____

d. Building Cost \$ _____

e. Equipment \$ _____

f. Architectural & Engineering Fees	\$ _____
g. Legal Fees	\$ _____
h. Financial Costs	\$ _____
I. Broker Costs	\$ _____
j. Contingencies	\$ _____
k. Other (please specify)	\$ _____

Total Development Costs \$ _____

Estimated Financing Structure/Sources

a. Equity	\$ _____
b. Bank Loan	\$ _____
c. Other/Identify _____	\$ _____

Total Sources \$ _____

7. Name of Private Lender _____

8. Please submit Operating Proforma for the project showing cash flow projections (at least 15 years for rental housing projects).

9. Total Current Market Value of site:	\$ _____
Total Estimated Market Value at project completion:	\$ _____

10. Estimated real estate taxes of project upon completion of project. (Show calculation)	\$ _____
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11. Type of HRA Assistance Requested: _____

12. Name & Address of:
Architect: _____

Engineer: _____

General contractor: _____

13. Project construction schedule:

a. Construction Start Date: _____

b. Construction Completion Date: _____

c. If phased project: _____ What Completed _____ Year _____ % Complete
_____ What Completed _____ Year _____ % Complete

14. State specific reasons why the use of HRA assistance is necessary for the project (the "but for" test).

15. Please indicate how the project would meet one or more of the following City's Development goals; creation of jobs that pay living wages, job retention, tax base expansion, Housing 5000, redevelopment.

16. Experience. Please name any other projects wherein the applicant, or other corporations the applicant has been involved with, has completed developments within the last five years.

17. Number of years in business: _____

18. Number of years in Saint Paul: _____
19. Potential for growth: _____

20. Will building be owner occupied _____ Yes _____ No
21. If rental space, what are targeted rental rates: _____
22. If housing, what percent will be affordable at:

50% Metro Area Median Income _____
30% Metro Area Median Income _____
23. Acquisition costs per acre or square foot: _____
24. Quality of development: _____

25. Size of parcel being developed: _____
26. Square foot size of building: _____
27. What is the projected building cost per square foot: _____
28. The following information is optional and will not impact the HRA's decision to grant or deny the request for assistance; it is requested on various reports the City of Saint Paul/HRA is required to fill out. Please check the category to indicate the racial/ethnic character of the owner(s) and controller(s) of 51% of the business/developer.
- _____ Caucasian _____ Black _____ Native _____ Hispanic
_____ Asian/Pacific Islander _____ Hasidic Jew
- Is this a women-owned business (WBE)? _____ Yes _____ No

Additional Comments:

Submit this form along with Initial Application Fee and Developer Letter to:

City of Saint Paul
Department of Planning and Economic Development
25 West Fourth Street
Saint Paul, MN 55102